

WFLHD SUPPLEMENT 9.6.10-1

9.6.10 CONTRACT ASSEMBLY

Add the following:

9.6.10.1 PS&E Document Handoff Process

The following policy documents the process for transferring PS&E documents through ProjectWise between Design, Office Automation and Acquisitions during the project development phase. For guidance on versioning and changing the state of files in ProjectWise see the [WFLHD ProjectWise User Manual](#).

9.6.10.1.1 SCR Transfers

Before handing the SCRs to Office Automation (OA), the Designer will assemble the SCR package into four stand-alone MS Word (.doc) documents consisting of the following:

- Solicitation table of Contents, SCR Table of Contents and NTB
- 100-150 SCR Sections
- 200-600 SCR Sections, and
- 700 SCR Sections

Utilize appropriate naming conventions according to the *ProjectWise Guidebook*. The Environmental Specialist will assemble the H, I, and J Sections of the SCRs. Place these documents in the .../*Development/SCRs/* ProjectWise folder. The Designer will then change the state of the SCRs from *Design* to *Office_Automation* and notify OA that the SCRs are ready for formatting.

Once OA is finished formatting the documents, they will change the state to *Design* and send an e-mail to the Designer, letting them know that their work on the SCRs is complete. If the formatting is for the final SCR package, follow the guidance under [Final PS&E Delivery to Acquisitions](#).

The Designer should use the ProjectWise versioning tool to preserve previous versions of the SCR's at milestone reviews (50%, 70%, 95%, final).

9.6.10.1.2 Final PS&E Delivery to Acquisitions

When preparing the final PS&E for delivery to Acquisitions, the process is as follows:

- The Designer will provide one hard copy of the final Plan set with the signoff book. A hard copy of the SCRs is not necessary. Inform Acquisitions if color printing is required for paper copies of the plan sheets. Generally color printing is only required where color is necessary to distinguish the details on the plan sheets. Indicate which sheets require color.

- The Designer will place the **.pdf** version of the final plan set in the ...\\Development\\CADD\\Plan_Sheets\\ folder in ProjectWise, change the state to *Contracts*, and send an E-mail notification to the PM and Acquisitions.
- OA will change the state of the completed SCR documents to *Contracts* and send an e-mail notification to the Designer, PM and Acquisitions that the SCRs are complete. When in the *Contracts* state, the document will be viewable by others, but not writable.

9.6.10.1.3 Amendments to the PS&E

Amendments to the PS&E will be coordinated through ProjectWise. Acquisitions will use the versioning tool when the SCRs are modified by amendment. If modifications to the plans are required, Design will provide .pdf files of the modified sheets to Acquisitions who will incorporate the amended sheets into a new version of the master .pdf plan set. The latest version of these documents will be fully complete and stand-alone, including any and all changes from previous amendments.

9.6.10.1.4 Archiving

Acquisitions will keep the final version of the PS&E (both MSWord and Acrobat formats), including any amendments in the appropriate ProjectWise folder after the project is awarded. At award they will send a notification e-mail to the PM and Designer. The files will be read only.